

Three Capitol Mall
Little Rock, Arkansas 72201
<a href="http://ace.arkansas.gov">http://ace.arkansas.gov</a>

Office Phone: 501-682-1970

# **ADULT EDUCATION DIVISION**

\$1,000 to \$10,000 Mini Grant Application For Improving Basic Academic Education Skills In Reading, Math, and/or Communications

July 2012 through June 2013



**Application Due Date: Thursday August 9, 2012** 

Purpose of This Grant: To provide the opportunity to offer basic academic education and increase the abilities of individuals who perform below the 12<sup>th</sup> grade 9<sup>th</sup> month functionally in reading, math, and/or communications skills which will result in measurable learner achievement.

Eligible Applicants: All programs may apply to be considered for this mini-grant for the purpose to improve basic academic education skills in reading, math, and/or communications. These funds may be used with other funds to provide instruction in the workplace, distance learning, or the classroom.

#### **Grant Elements:**

Project Abstract - a typed description addressing the following headings must be a part of the proposal submitted in 12 point type not to exceed two (2) pages in length with the following details included, but not limited to:

- Demonstrated need for this funding
- Expected outcomes as a result of expending this grant
- Instructional materials, books, lessons, curriculum, supplies, etc. to be used
- Estimated Cost: salary not to exceed \$25.00 an hour plus cost of fringe benefits
- Teacher qualifications:
- Length of class: Start date, ending date, hours of operation
- Class location: Street number/name, city, state, zip code (no P.O. Box)
- Size of Class: Estimated number of students
- Subject(s) to be taught:
- Assessment: Test of Adult Basic Education (TABE) or other pre- and post-tests

**Note:** Indicate N/A beside those items not applicable to the intent of the program's intended use of these funds.

Budget Page: An Arkansas Adult Education Initial Budget or Amendment Page for FY 2012-2013 attached as part of this packet must be completed, dated, signed, and attached as a part of this grant in order for this request to be considered.

#### **Description of Experience:**

Provide a one-page description of previous experience in providing instruction classes to be offered.

#### **Reporting Requirement:**

Successful applicants funded with these grants must report to the Arkansas Department of Career Education, Adult Education Division by June 1, 2013, a full report of the accomplishments as a result of the expenditure of these funds. Student achievement must be clearly presented.

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considered. **Organization Name Project Name** \$ Requested Number and Street Address (NO Post Office Boxes Accepted) Zip Code City State Contact Person Name Printed/Typed **Email Address Phone Number Program Director Name Printed/Typed Email Address Cell Phone Number Program Director Signature Date Signed** The Department of Career Education, Adult Education Division reserves the right to select

**ATTENTION:** This form must be completed and attached as part of the application to be

The Department of Career Education, Adult Education Division reserves the right to select programs without discussion with the applicants; therefore, proposals should represent the applicant's best effort to ensure a quality application. Additional information may be requested by the Division if needed.

Proposals must be signed by the program director, dated, and received in The Department of Career Education, Adult Education Division Office later than 4:00 p.m. <u>Thursday August 9</u>, <u>2012</u>. All applications will be accepted by mail, email, or fax.

#### Mail to:

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Adult Education Division
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